

## MATERIAL HANDLING

A student who has completed Job Corps' Material Handling program is trained and ready to work in this field. To complete a trade, the student must learn the academic and vocational skills required for graduation. Job Corps students also learn good work and personal habits, preparing them for life after Job Corps. To complete the Material Handling program, a student must master skills in the following categories:

### Shipping and Receiving Clerk

#### ORGANIZE AND PLAN FACILITY OPERATIONS

Direct the preparation and maintenance of records and reports; establish work priorities for personnel; plan layout of facilities and storage of goods; plan or schedule work assignments for personnel; prepare requisitions for in-house supplies or equipment; supervise the accomplishment of work priorities; supervise inventory in the facility; supervise movement of quarantined and/or dangerous materials/goods; supervise receiving operations; supervise shipping operations; implement policy changes and procedure changes; maintain communications between supervisor and subordinates.

#### PREPARE MERCHANDISE FOR SHIPMENT

Address packages/cartons/containers, use computers for label preparation; prepare invoices and appropriate invoices and shipping forms; build pallets and/or containers for merchandise and use various packing materials; deliver merchandise to proper station for shipment; determine best way of shipping and affix postage; inspect merchandise to ensure order is complete; obtain merchandise from stockroom or warehouse and learn use of pick tickets; prepare back orders and track reports; use bar codes; prepare government Bill of Lading and Bill of Lading documents.

#### ISSUE INVENTORY/PULLING FROM STOCK

Adjust inventory records; audit stock balance and consumption reports; complete inventory reports; deliver goods to proper location; post and file stock record cards; make entries on the stock locator system cards to show changes in location of goods on computer spreadsheets; post transaction data to stock control record cards; process requests for disposition for excess merchandise; use computer to add to and delete from stock records; read and interpret production schedules.

#### REQUISITIONING MATERIALS

Order supplies needed for job; demonstrate understanding of buying within budget; prepare requisition documents.

### Order Filler

#### SAFETY

Demonstrate proper lifting techniques; exercise care when operating power equipment; follow prescribed procedure with explosive/inflammables/heavy weights/pressure (steam or hydraulic) and cables under tension; wear appropriate clothing and safety devices; inspect forklift trucks, cranes, conveyors, cables for malfunction; demonstrate proper use of protective

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clothing; demonstrate operation of air or breathing apparatus; demonstrate CPR and first aid; demonstrate spill containment and cleanup procedures; demonstrate proper confined space procedures; demonstrate ability to use safety equipment - eyewash stand, chemical shower, fire extinguisher; report safety issues to supervisor regarding accident (incident reports).

## **CHECKING AND ACCEPTING INCOMING MERCHANDISE FOR RECEIVING**

Check invoice against procedure order; check number of cartons against Bill of Lading, freight bill or manifest; prepare Overage, Shortage and Discrepancy (OS&D) and Report of Item Discrepancy (ROID); record carrier name and carrier number on receiving report; spot check cartons for damage; prepare damaged merchandise and claims for reshipment.

## **STORE MERCHANDISE RECEIVED IN WAREHOUSE**

Arrange merchandise according to identification codes in order to be able to use barcode reader; check merchandise characteristics against warehouse records; maintain records for control of stored merchandise; maintain and update master warehouse location plans; mover merchandise to proper stocking area (normal control as well as first-in/first-out); open container with proper tools; provide secure storage for property classified sensitive, radioactive, hazardous or flammable; record broken, short or damaged goods and report to supervisor; report shipments received to appropriate departments; store goods in proper location (bins, racks, etc.); identify shelf life of items and report outdated items; demonstrate ability to keep materials neat; demonstrate use of floor cleaning equipment; demonstrate setup of barcode computer; define barcode meaning; conduct ongoing physical inventory; conduct periodic physical inventory.

## **EQUIPMENT USAGE**

Show how to use: pallet jack (manual/electric); pallet stand; skid wrap and wrapping machines; bolt and band cutters; forklift, inside/outside, electric/propane; hand tools, box cutters; hand trucks; dock levelers; load levelers; shrink wrap; banders; meter machine/UPS Powership/FedEx; computer; printer; copy machine; floor scrubber/vacuum; bar coders and hand-held/mainframe.



**JOB CORPS**  
SUCCESS LASTS A LIFETIME.